



18.0 PERMIT COMPLIANCE ENFORCEMENT CHECKLIST



When DTSC enforcement personnel conduct a permit compliance facility inspection, they must first review the entire permitting file, the operation plan, and the permit prior to going to the facility to conduct the inspection. Based on this file review, it may be difficult for the enforcement person to know what should be carefully inspected versus what may need only a routine inspection. Oppositely, at the conclusion of the permit process, the permit writer should have intimate knowledge of every aspect of the facility's hazardous waste operation. But the permit writer does not routinely participate in the compliance inspections of facilities once they are permitted. A way to transfer this permit writer's knowledge to the enforcement person is to have the permit writer prepare a memo to the file that can serve as a checklist of special items the permit writer believes should be carefully inspected during compliance inspections.

The development of this memo to files/checklist is straightforward. During the Phase I and Phase II Technical Reviews, the permit writer should flag critical items to be inspected during compliance inspections. A simple note in the margin of the checklist or a Post-It® marker in the operation plan will remind the permit writer about the details of the item or operational process to be carefully inspected. The permit writer can then simply go through these notes and prepare a set of narrative instructions to the enforcement inspector that explains what is required for full permit compliance. The statements should then be assembled into a logical checklist sequence that is consistent with the route or method an enforcement inspector would follow while conducting the inspection. Lastly, each point of compliance listed in the memo should have an accompanying citation of either a permit condition (or section) number or corresponding regulatory citation.

It is not the intention of this memo to be a substitute for any other checklist the inspector would normally use. Rather, it is to be a communication between the permit writer and the inspector, facilitating the inspector's determination whether a particular process or item is in compliance with the regulatory standard envisioned by the permit writer.

KEY QUESTIONS

REQUIRED OUTPUTS

1. A set of notes from the Phase I and Phase II Technical Reviews listing items to be checked by the enforcement inspector.
2. A memo to file giving detail to the above set of notes.

APPLICABLE REGULATIONS AND STATUTES

State Laws and Regulations:

Federal Laws and Regulations:

Other Laws and Regulations:

POLICIES

DTSC Policies:

EPA Policies:

Other Policies:

INSTRUCTIONS TO APPLICANTS

Handouts to be Given to Applicants:

Examples to be Given to Applicants:

CEQA CONSIDERATIONS

LEGAL CONSIDERATIONS

INTERAGENCY AGREEMENTS & MOUs

COORDINATION WITH OTHERS

Other DTSC Units:

Environmental/Legislative/Industry Groups:

Other Agencies:

Special Requests:

STEP-BY-STEP PROCEDURES

Flow Charts:

Checklists:

TECHNICAL REFERENCES

EXAMPLES OF COMPLETED WORK PRODUCTS

TIMELINE AND PLANNING

Permit Processing Chart:

Workload Standards:

Statutory & Other Deadlines:

WP File Name: 5/CH1800_P.MAN

List of Examples:

List of Appendices:

List of References: